

7.5 Examples of Orders, Organizational Charts

EXAMPLE OF AN EXECUTIVE ORDER

EXECUTIVE ORDER ____ RELATING TO REORGANIZATION

ESTABLISHMENT OF THE DIVISION OF ____ IN THE DEPARTMENT OF ____ "XXX" CABINET

WHEREAS, the Commonwealth of Kentucky has always promoted effective and efficient management of state government operations; and

WHEREAS, improved efficiency and economy will result from the establishment of an organizational entity that utilizes effective management practices;

NOW, THEREFORE, I, Ernie Fletcher, Governor of the Commonwealth of Kentucky, by virtue of the authority vested in me by the Constitution and KRS 12.028, do hereby order and direct the following:

- I. The Division of _____ is hereby created and established within the Department of _____ within the "XXX" Cabinet. The Division of _____ shall be headed by a director appointed by the Secretary of the "XXX" Cabinet pursuant to KRS 12.050. The Division shall be composed of such organizational entities as deemed appropriate by the Secretary of the "XXX" Cabinet and set forth by Administrative Order.
- II. The Division of _____ within the Department of _____ within the "XXX" Cabinet is hereby abolished. All personnel, records, files, equipment, and funds heretofore assigned to the Division of _____ are hereby transferred to the Division of _____ and shall be assigned to organizational entities as deemed appropriate by the Secretary of the "XXX" Cabinet and set forth by Administrative Order.
- III. The Division of _____ within the Department of _____ within the "XXX" Cabinet is hereby abolished. All personnel, records, files, equipment, and funds heretofore assigned to the Division of _____ are hereby transferred to the Department of _____ and shall be assigned to organizational entities as deemed appropriate by the Secretary of the "XXX" Cabinet and set forth by Administrative Order.

IV The Office of _____ is hereby created and established within the Department of _____ within the "XXX" Cabinet. The Office of _____ shall be headed by a director appointed by the Secretary of the "XXX" Cabinet pursuant to KRS 12.050.

A. The Division of _____ is hereby created and established within the Office of _____ within the "XXX" Cabinet. The Division of _____ shall be headed by a director appointed by the Secretary of the "XXX" Cabinet pursuant to KRS 12.050.

V. The Division of _____ within the Department of _____ within the "XXX" Cabinet is hereby renamed the Division of _____.

VI. The "XXX" Cabinet, the Finance and Administration Cabinet and the Personnel Cabinet shall take all necessary action to effectuate this Order.

VII. This Order shall be effective _____, 200__.

Signed this ____ day of _____, 200__.

Ernie Fletcher, Governor
Commonwealth of Kentucky

Trey Grayson
Secretary of State

Appendix B

**Suggestions for Design of a Reorganization Plan
to accompany any Executive or Administrative Order**

TITLE PAGE

Use a blank cover sheet, not stationery. Place title in center of page as follows:

REORGANIZATION PLAN
CABINET/DEPARTMENT

Secretary
XXX Cabinet

INTRODUCTION

KRS 12.028(a) states: "An explanation of each proposed change, including the need for the change"

"It is the policy of this Administration to derive maximum benefit from the streamlining of state government structures, thereby reducing escalating management costs. Therefore, the XXX Cabinet proposes the following reorganization." (Please modify such a goal statement to fit your agency's particular reasons for reorganization.)

SUMMARY OF PLAN

The summary should highlight the most important facts, especially the background reasons. If the background/history is extensive, set out a subsection labeled "Background." This background may also include federal mandates, legislation, or discussion of the "Whereas" clauses that are in the Executive Order. Include copies of any pertinent documentation deemed necessary.

FISCAL IMPACT

KRS 12.028(b) states: "An estimate of any reduction or increase in expenditures, itemized as far as practicable, which the promulgating officer expects will result from the reorganization"

PERSONNEL IMPACT

The personnel impact includes any shifts or transfers of personnel, any necessary hiring, promotions, reclassifications, reallocations, or other changes in usage of personnel.

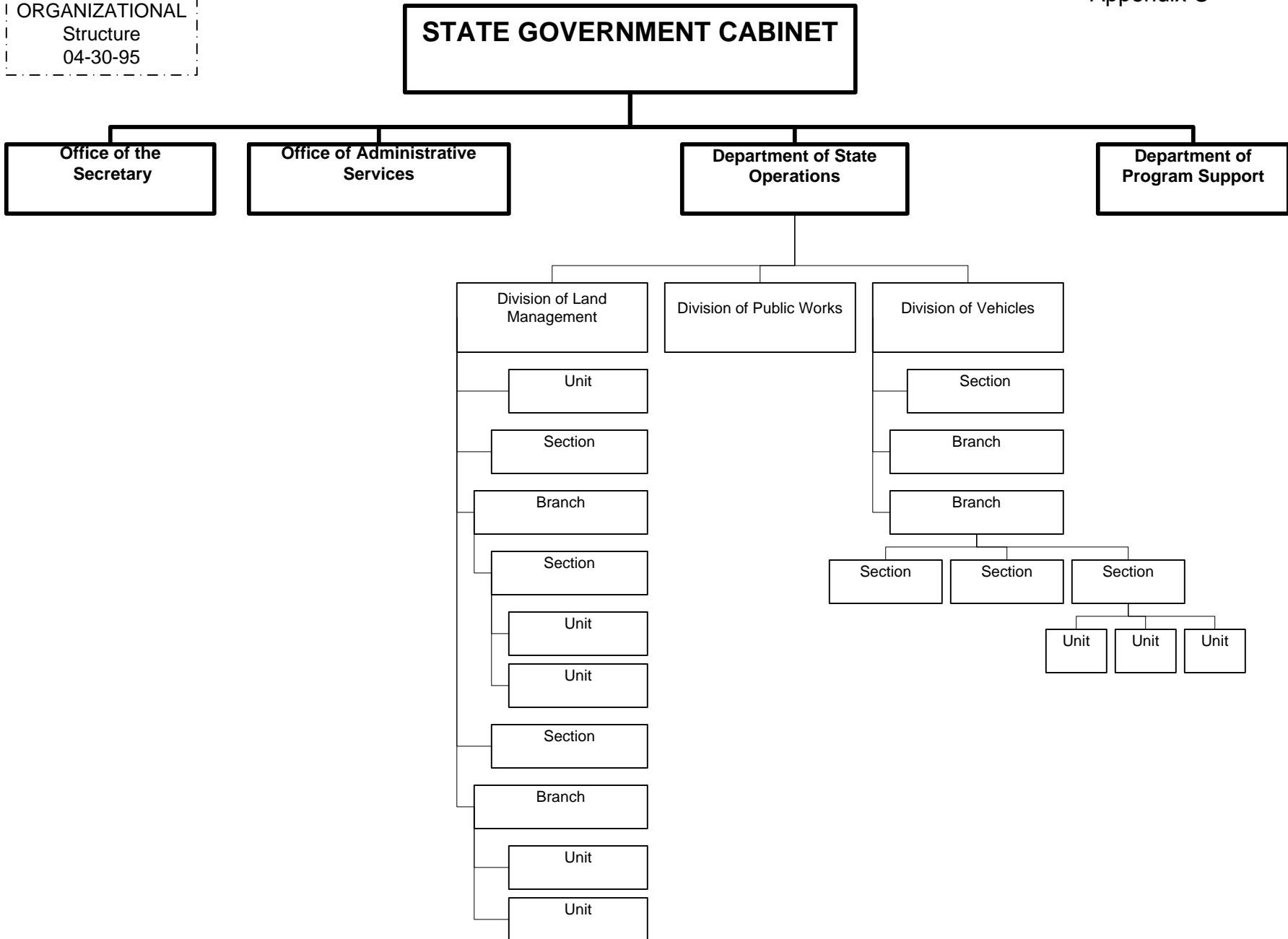
KRS 12.028(d) specifically states: "Specification of the effects of the reorganization on the budget and personnel of each affected organizational unit or administrative body, including but not limited to the amount of funds and the number of employees that will be transferred from one (1) organizational unit or administrative body to another, any reductions in the state work force resulting from the reorganization, and the methods to be utilized to achieve such reductions"

NET EFFECT (OR GAIN, BENEFIT, ETC)

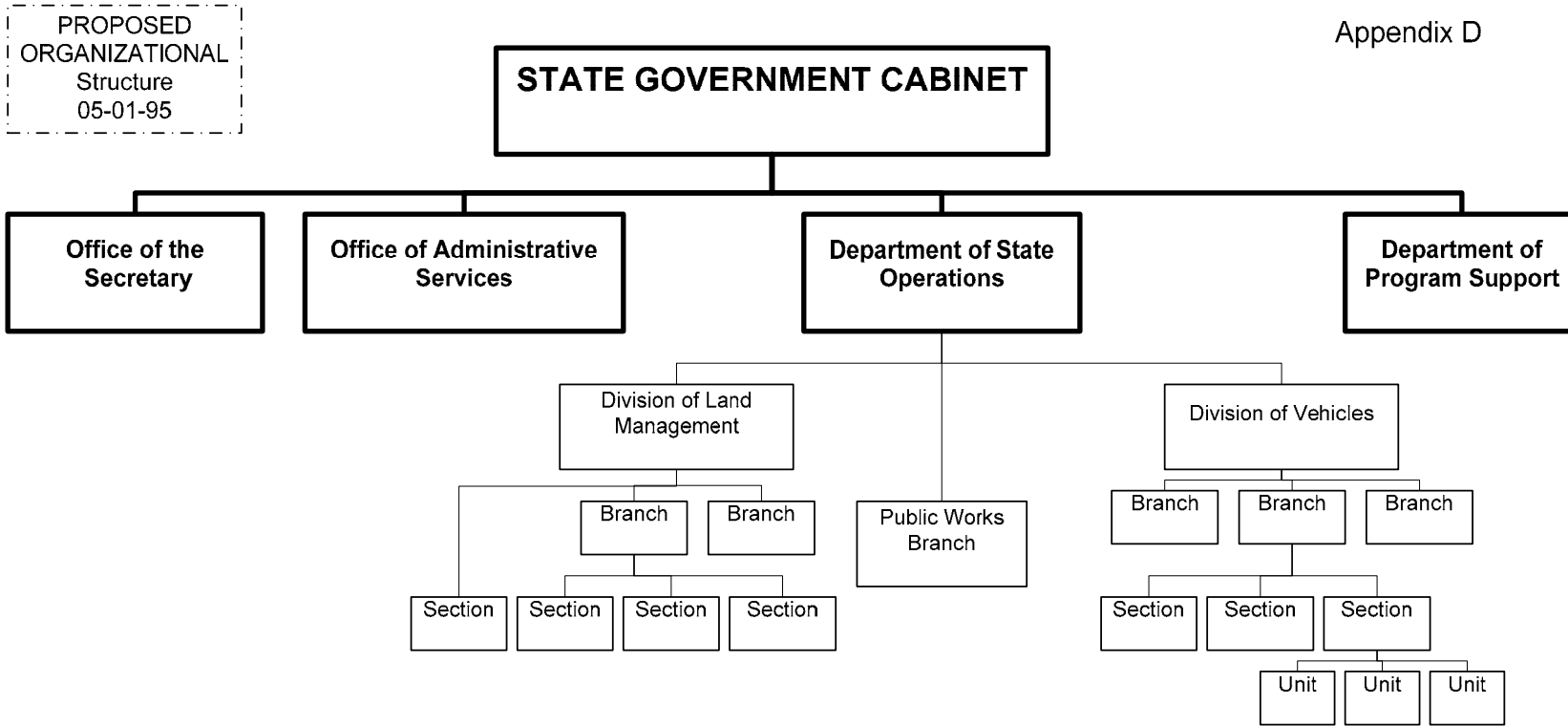
KRS 12.028(c) states: "A description of any improvements in the management, delivery of state services, and efficiency of state government operations which the promulgating officer expects will be realized as a result of the reorganization".

Appendix C

CURRENT
ORGANIZATIONAL
Structure
04-30-95



Appendix D



EXAMPLE OF AN ADMINISTRATIVE ORDER

"XXX" CABINET
Commonwealth of Kentucky
Frankfort 40601

ADMINISTRATIVE ORDER
2004 - X
[date drafted]

WHEREAS, Executive Order _____, effective _____, 200_, established, changed, and reorganized some major divisional entities within the "XXX" Cabinet; and

WHEREAS, KRS XXX.XXX authorizes the Secretary of the "XXX" Cabinet to establish the internal organization of the "XXX" Cabinet and to organize the Cabinet into such offices and administrative units as the Secretary deems necessary to perform the functions, exercise the power, and fulfill the duties of the Cabinet; and

WHEREAS, Public Law XXXX-XX as established by the United States Congress has mandated that the . . . action be taken; and

WHEREAS, the establishment of an organizational entity within the "XXX" Cabinet will provide the vehicle for efficiently and effectively carrying out the function mandated by Public Law XXXX-XX, as detailed with specificity in the attached reorganization plan;

WHEREAS, it is deemed advisable at this time to clarify the organizational entities within the Department of _____ in order to improve the efficient and effective delivery of services within such Department;

NOW, THEREFORE, pursuant to the authority vested in me by KRS XXX.XXX, I, _____, Secretary of the "XXX" Cabinet, do hereby order and direct the following organizational structure changes within the Department of _____:

I. The _____ Branch is hereby established within the Department of _____ and shall be headed by a manager who shall report directly to the Commissioner of the Department. All personnel, funds, records, files and equipment heretofore assigned to the former Division of _____ which was abolished by Executive Order _____, are hereby assigned to the _____ Branch.

If an
Exec&
Admin
Order
are
done
at the
same
time.

II. The Division of _____, as established in Executive Order ____ shall have the following organizational structure:

A. #1 Branch to be headed by a manager who shall report to the director of _____.

B. #2 Branch to be headed by a manager who shall report to the director of _____.

1. Section #1 to be headed by a supervisor who shall report to the manager of the _____ Branch.

a. Unit A to be headed by a unit leader who shall report to the supervisor of Section #3.

C. #3 Section to be headed by a supervisor who shall report directly to the director of _____.

III. The Division of _____, shall have the following changes in organizational structure:

A. The _____ Branch is hereby established and shall be headed by a manager who shall report to the director of _____.

B. The _____ Branch is hereby abolished.

1. The _____ Section is hereby abolished.

a. The _____ Unit is hereby abolished

C. The _____ Branch is hereby renamed the _____ Branch.

IV. The Commissioner of the Office for Administrative Services shall take all necessary steps to effectuate this Order.

V. This Order shall become effective _____ 16, 200__, and negates all previous administrative orders to the extent of any conflict.

Signed this __ day of _____, 200__.

(signature) Cabinet Secretary

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